

Program Foodservice Protection

Subject: "Foodservice Critical Procedures Report"

Objective: The "Foodservice Critical Procedures Report" form is a hybrid inspection/education tool for foodservice protection services. The pre-printed food safety principles are intended to provide any reader with an overview of safe critical practices. The observations sections allow documentation and discussion of observed variance from such safe critical practices.

Authority: §35.1-22 Periodic inspections, Code of Virginia.
§2.19 Periodic Inspection; and §2.20 Inspection Report, Rules and Regs- Governing Restaurants...

Public Health Rationale: Epidemiological investigations of foodborne disease outbreaks consistently implicates several critical practices (e.g., improper cooling of potentially hazardous foods) as contributing factors in the majority of all outbreaks. It follows that successful foodservice protection activities will concentrate on those critical practices.

Background: Many health districts have previously developed and implemented some form of "critical item" or "critical procedure" inspection as part of their foodservice protection services. These inspections are more focused, less time-consuming and therefore more efficient. The "Foodservice Critical Procedures Report" (Attachments 1&2) blends that concept into a tool that facilitates both teaching of critical principles and discussion of variance from those principles within a specific establishment.

Procedures:

Observations

Review 1993 FDA Food Code, Annex 4, Section 4, "Conducting the Inspection" for a detailed review of observation techniques.

Documentation

- 1) Complete the header section of the "Report" (see Attachment 1) noting appropriate purpose, establishment ID/NO, date, name and address;
- 2) Review observation notes and group observations into categories (i.e., Food Source, Temperature Control, etc.);
- 3) Document observations below the appropriate subheading, describe the variance, and describe the necessary corrective action;
- 4) Use additional pages (EHS-152a) for additional notes, comments on other risks, or training opportunities.

- 5) Sign pages and have person-in-charge sign pages after conference; and,
- 6) Leave top copy with establishment and file second copy in establishment file.

As an example:

- *you observe cooked chicken being held for service at 130°F,*
- *you record under Holding/Service - Observations,*
"Chicken holding at 130°F. Correct by either reheating to 165°F and holding at 140°F or above, discarding product, or cool to 41°F within two hours"; and,
- *you would also note the corrective action taken,*
"Product was reheated".

Conference

Thoroughly discuss the report with the person-in-charge. Explain the critical significance of these practices, the observed variance with safe practices and the desired corrective action for each variance observed. The effectiveness of this communication is perhaps the critical element in motivating improved foodservice practices over time.

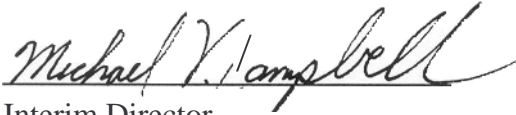
Records Retention

Current records retention guidelines for foodservice inspection documents are "retain three years, then destroy".

Responsibility: The district Environmental Health Manager is responsible for the implementation of these procedures by the district foodservice protection program.

The local Environmental Health Specialist Senior is responsible for the assessment and maintenance of compliance in specific foodservice establishments.

Effective Date: November 1, 1995

Approved by: 
Interim Director
Division of Food and Environmental Services

Attachment 1: EHS- 153 (Rev 3/02)

Attachment 2: EHS-153a (Rev 3/02)

Purpose:

- ① Routine
- ② Follow-up
- ③ Complaint
- ④ Other
- ⑤ Critical Items

Commonwealth of Virginia

Virginia Department of Health

Foodservice Critical Procedures Report

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Certified Manager:
Yes ①
No ②
Exempt ③

Date: ____ / ____ / ____

Time In: ____: ____ Time Out: ____: ____

Est. Name: _____ Address: _____

I have evaluated your procedures and practices in the following areas. Please review the principles for food safety and my observations relating to each area.

Food Source

Source - All foods come from approved sources with accurately labeled containers (§270).

Observations:

_____ -

Temperature Control

Storage - All potentially hazardous foods (PHFs) and perishable foods are stored at safe refrigeration (not over 41°F) or freezer (not over 32°F) temperatures (§340).

Observations:

_____ -

Preparation - Preparation practices minimize the total time that PHFs are in the "Danger Zone" (between 41°F and 140°F) (§850).

Observations:

Cooking / Reheating - Cook PHFs to a minimum internal temperature of at least: 165°F for Poultry; 155°F for Ground Beef; or, 145°F for Pork, Fish and shell eggs to order. Reheat PHFs to a min. internal temperature of 165°F (§700).

Observations:

Cooling - PHFs which are cooked then cooled must be cooled rapidly (from 140>70°F within 2 hours, and 70>41°F within 4 hours). For large volumes this will require the use of an ice bath, blast chiller, or other special technique (§800).

Observations:

Holding / Service - Holding and Service practices minimize the total time that PHFs are in the "Danger Zone" (between 41°F and 140°F) (§820).

Observations:

EHS-153

(3/02)

VDH Foodservice Critical Procedures Report

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Name: _____

Date: __ __ / __ __ / __ __

Protection from Contamination

Storage - All foods are stored in a clean and protected manner. They are kept covered, and raw or wet foods are stored below prepared and ready-to-eat foods (§470).

Observations:

Preparation / Service - Preparation and service practices prevent cross-contamination of foods and minimize hand contact with foods (§450).

Observations:

Personal Hygiene

Handwashing - Foodhandlers wash their hands at appropriate intervals or times (§160).

Observations:

Foodhandling - Foodhandling practices prevent contamination from saliva (i.e.: eating, smoking), hair, or sources of infection (i.e.: infected cuts, ill foodhandler) (§220).

Observations:

Cleaning and Sanitizing

Foodcontact Surfaces - All foodcontact surfaces are washed-rinsed-sanitized after use (§1890).

Observations:

Facility Maintenance

Utilities - Supply of running cold water, hot water, and sewage disposal is safe, reliable, and adequate (§2180).

Observations:

Storage - Detergents, cleansers, insecticides, lubricants, and other non-food materials are stored so as to prevent contamination of foods, and are accurately labeled (§3340).
Observations:

Additional Observations:

Received by: _____ Env. Health Specialist: _____
EHS-153a (3/02)